

Meeting Information

Meeting Name: Billing – Part 2
Scribe: DeVal Lott
Facilitator: Phil Gross/Janice Brown
Date: August 11, 2005
Time: 2:45pm – 4:00pm
Location: Suite 1616 West Tower

Invitees/Attendees

+ In attendance, - Absent, # Substitute, *Other

	Name	Organization/Department	Substituting For
+	Tim Wright	DOAS	
+	Dyan Jones	DOAS	
+	Renee Martin	DOAS	
+	Eric Phillips	DOAS	
+	Jayne Neal	DOAS	
+	Zeinab Diallo	DOAS	

Project Staff

Phil Gross	Accenture	AR, Labor Dist, Billing lead
Janice Brown	SAO	SME

Agenda

Item No.	Topic	Presenter
1.	Introductions	Phil Gross
2.	Project Guiding Principles	Phil Gross
3.	Meeting Handouts	Phil Gross
4.	Topics for Discussion	Phil Gross/Janice Brown
	A. PeopleSoft 8.8 InterUnit Billing	
	B. InterUnit Customer Setup	
	C. InterUnit Accounting	
	D. InterUnit Transactions	
5.	Conclusion	Phil Gross

Meeting Summary

Agenda Item No.	Main Points, Conclusions/Discussions, Decisions, Next Steps, Issues, New Action Items
1,2,3	Introductions, Project Guiding Principles, Meeting Handouts Introductions were made by the group, Fit Gap Principles and the meeting handouts were discussed.
4	Topics for Discussion

Agenda Item No.	Main Points, Conclusions/Discussions, Decisions, Next Steps, Issues, New Action Items
4A	<p>PeopleSoft 8.8 InterUnit Billing – Overview</p> <p>Originating from PeopleSoft Billing</p> <p>DOAS will utilize InterUnit activity via the PeopleSoft Billing module. DOAS will create a Bill and a Receivable item via PeopleSoft AR to establish the revenue entries. The revenue and due from accounting entries will have both the affiliate and the fund affiliate populated.</p> <p>The Affiliate field will hold the GL Business Unit ID number of the customer agency. The Fund Affiliate field will be populated with the default fund of the customer agency's interunit template. Two batch processes will be run during overnight processing. 1) to create the bills for the billing agency and 2) to create the voucher in the AP Business Unit of the customer agency, payable to the billing agency. The customer agency will distribute the expense to the appropriate funds, programs and departments.</p> <p>The system will require that the amount, date and invoice number match the receivable item from the Billing Agency. The Affiliate field on the expense line will be the GL Business Unit of the billing agency and the fund affiliate will match the fund on the receivable. A minor modification to the system will be required to enable this functionality.</p> <p>Agencies without PeopleSoft Billing Module</p> <p>Agencies that are not on PeopleSoft will continue with the current process of entering a receivable item in PeopleSoft AR. The Affiliate chartfield will be populated with the GL Business Unit of the agency receiving the service, the Fund Affiliate chartfield will be populated from the customer record. A minor modification will be needed to ensure the chartfield requirement on each transaction.</p> <p>Agencies using Interfaces with PeopleSoft AR</p> <p>Some agencies use external billing systems that feed the receivable items into PeopleSoft AR, for example, GTA's PRISM application. These interfaces will be modified to populate the Affiliate and Fund Affiliate chartfields.</p>
4B	<p>InterUnit Customer Setup</p> <p>The customer file will be consolidated and an approval process implemented (as is currently being done in the vendor file). All state agencies will be added to the customer file using their Financial Reporting Entity codes. Each agency customer record will be marked as an interunit customer, meaning that certain identifiers will be assigned in the billing process when the customer is entered. Roles will include: "Bill to Customer", "Correspondence Customer", "Remit from Customer" and "Corporate Customer". (See Action Item # 1)</p>

Agenda Item No.	Main Points, Conclusions/Discussions, Decisions, Next Steps, Issues, New Action Items
4C	<p>InterUnit Accounting</p> <p><u>Distribution Codes</u></p> <p>InterUnit Distribution codes will contain the chartfield string which will include the “Affiliate” and “Fund Affiliate” chartfields. With the addition of the new chartfields, users will need multiple new codes added to the system. Users expressed a concern about data entry needs due to the volume of codes required to meet the system design for use of the affiliate and fund affiliate chartfields.</p> <p>(See Action Item # 2)</p>
4D	<p>InterUnit Transactions</p> <p>When reviewing billing information, the Header page will contain a “Source” code of “InterUnit”. The AR Distribution code with “Affiliate” and “Fund Affiliate” chartfields populated will be used on all transactions. AP vouchers will be created and may be reviewed by choosing the page entitled “Acctg InterUnit Payable”(entry will only display after voucher is posted by billed agency). Many options exist to review information concerning the billed invoice.</p> <p>A discussion ensued about the budget year versus budget reference. Are they the same? (See Action Item # 3)</p>
5	<p>Conclusion</p> <p>Topics for Part 3 session to include: Copy Single Bill, Re-Print Invoices, Review Billing Information, Load AR/AR Update, Bill Interface, Report/Queries and Invoice Layout. DOAS will mock up a copy of the invoice design that they would like to use. Billing Part 3 will be scheduled soon.</p>

Action Item Review

Action Item (AI) No.	Date Open	Description	Action/Response
AI1.	8/11/05	Approval process (payments) -Pre-Approved vouchers? -Risk Management	Under review by Kyle Morton, Accenture.

Action Item (AI) No.	Date Open	Description	Action/Response
AI2.	8/11/05	AR Distribution Codes -Set up -Affiliate/Fund Affiliate	Distribution code for interunit activity not as heavily affected as originally thought. Affiliate and Fund Affiliate chartfields are required on interunit distribution codes only. Will do further review of use of distribution code use prior to final design implementation of interunit activity.
AI3.	8/11/05	Chart of Accounts -Budget year/Budget Reference	Under review.

Parking Lot items

Parking Lot Item No.	Parking Lot Items
PL1	There were no parking lot items for this session.